

MAIL MERGE PRACTICE

Set up the following letter/data as a mail merge.

Data file: set up new entries. Save As **Bob the Builder Data**. Print data file from MS Access.

Main document: Allow a 6 cm top margin. Use a correct business letter layout and insert today's date. Save As **Bob the Builder Main**. Print the main document with merge fields showing. Pay special attention to the paragraph formatting features of the document – Use single spacing, 0pt before/after spacing. Proofread and spell check the documents.

Merge the letters and **print one** letter only. Do not save.

From: Bob Johnstone, Manager, Bob the Builder, Commerce Street, Whangarei.

Include: date, Address, Greeting information

i understand from the Building Permit register that u are currently building (DWELLING) In (LOCATION)

We wish to offer our services for any joinery requirments that you may have. Our joinery factory is fully equiped to manufacture pre-hung doors, stairs, kitchen fittings etc. I can aslo help with kitchen design if req'd

It wd be my pleasure 2 discuss your project with you at any time and provide a know obligation quotation for you consideration. Please contact me if I can be off assistance.

Yrs sincerely

Data Entries

Mr Ron Price, Marama Holdings, 3 Marama Place, Ruakaka;
two townhouses;
One Tree Point Road, Ruakaka.

Mr David Stone, 48 Kingsland Parade, Whangarei
a 2-bedroom house
56 Main Street, Kamo.

Mr R. Wakfield, Roger Wakefield & Associates, PO Box 345, Whangarei
three flats,
23 Eastern Avenue, Merrivale, Whangarei.

Grnt Gatland, Gatland Building Company, 4 The Strand, Onerahi
a 3-bedroom house;
123 Beach Parade, Onerahi.

Kevin Flannagan, 10 Henely Street, Marsden Point;
a block of 6 flats;
Marsden Point Road, Ruakaka.

Bruce Forsyth, Forsyth Construction, PO Box 3458, Whangarei
two flats;
24 Marine Parade, Ruakaka.